



MASTER FILE
DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

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IN REPLY REFER TO:

NAVPHIBASELCREEKINST 1710.10
N9
3 Mar 99

NAVPHIBASELCREEK INSTRUCTION 1710.10

Subj: INFORMATION, TICKETS, AND TOURS OFFICE OPERATION

Ref: (a) BUPERSINST 1710.11 (Series)
(b) NAVSO P-3520

Encl: (1) Rules and Regulations for ITT Office

1. Purpose. To establish the rules and regulations governing the Information, Tickets, and Tours Office (ITT) onboard Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) as set forth in references (a) and (b).

2. Background. The ITT Office provides information on leisure time activities on-base and in the surrounding communities for active duty military and their family members, retirees and their family members, and DOD employees. The ITT Office offers discount tickets to area events and attractions. Additionally, the ITT Office offers special event tickets through a computerized ticketing outlet (Ticketmaster Location). Tours on Morale, Welfare, and Recreation (MWR) buses, both local and out of state, are available for authorized personnel.


W. C. WRIGHT, Sr.

Distribution:

NAVPHIBASELCREEKINST 5216.2N
List I - Case B
List II
List III - Case B and C
MWR Department (50 copies)

Stocked by:

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MASTER FILE

RULES AND REGULATIONS FOR ITT OFFICE

1. Policy. To provide military personnel and their family members, retirees and their family members, and DOD employees with an ITT Office which effectively contributes to their morale and well being.

2. Program Operation

a. Services available at the ITT Office

(1) Information services on recreational, cultural, entertainment, and sporting activities events, on and off-base.

(2) Provides military discount ticketing to authorized patrons for Florida attractions such as Disney World, Busch Gardens, etc., as well as available local movies, entertainment, dinner theater, concerts theme parks, and other events.

(3) Provides ticket service for free, reduced or regular price tickets obtained by consignment, or prepaid tickets.

(4) Take sign-ups for swimming lessons given on-base. Handles all tickets for special events held on-base. Sponsors monthly Flea Markets.

b. Tours

(1) Arranges recreational tour services on MWR recreational buses as well as chartered commercial buses for both local and out of state attractions. Tours include hotel, dining accommodations, and itineraries.

(2) Plans itineraries for individuals and groups desiring weekend trips, holidays, and vacations.

(3) Coordinates and plans special tours for the military community such as military units and members of youth groups, wives clubs, etc.

3. Location. The ITT Office is located in Bldg. 3530 on Amphibious Drive.

4. Extension of Privileges. All active duty military personnel, retirees, and all family members are authorized to purchase tickets and sponsor trips on ITT buses. DOD personnel are authorized to purchase all tickets that are on the Ticketmaster and any tickets that are open that are not restricted to military personnel only.

Enclosure (1)

5. Hours of Operation. The ITT Office is open 7 days a week from Memorial Day weekend through Labor Day weekend, from 0900-1700 Monday through Friday and 0900-1400 Saturday and Sunday (summer hours). Beginning the first Sunday after Labor Day, the ITT Office will be open from 0900 - 1700 Monday through Friday and 0900 - 1400 on Saturdays (winter hours) until Memorial Day weekend. All Federal Holidays are observed.